

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)  
FROM : Chief, Orientation and Briefing Division  
SUBJECT: Report for Week 18-24 September 1952

DATE: 25 September 1952

1. Indoctrination

a) On Friday, 20 September 1952, two special make-up programs were conducted. In attendance at the forenoon program were [ ] new and 2 old employees. Included in the two was [ ] from the Office of Training. The afternoon program was conducted for [ ] new and 2 old personnel, making a total for the day of [ ]

b) The regular Weekly Indoctrination was conducted on Monday, 22 September 1952; [ ] new persons attended.

c) On Wednesday, 24 September 1952, another make-up program was conducted which [ ] new persons attended.

d) Had discussions with [ ] 25X1 regarding pending changes in the titles of divisions under DDP. Have learned that a memorandum is now on the desk of the DCI to obtain his approval on this subject. These changes are immediately reflected in our organization presentations. 25X1

e) Received a request from the Office of Operations through [ ] 25X1 that 17 junior field officers of [ ] attend the Indoctrination Program on Monday, 6 October 1952. In complying with this request, we informed the Security Office so that too many persons would not be assigned to the Indoctrination Program on that day.

2. Orientation

a) Had several discussions with [ ] 25X1 of OCD regarding the development of ideas for incorporation in the Orientation Program in November. Proposals on this subject have been worked out for discussion with the DD/TR(G).

b) Suggestions have been received regarding items for the bibliography on the printed program. These suggestions are always discussed fully with Library officials from the Agency.

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25 YEAR RE-REVIEW

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3. Special Items

a) Discussed with [ ] the participation of the [ ] in the special program to be conducted for the [ ] on 2 and 3 October. [ ] definitely indicated that his office will participate.

Received from [ ] the official list of Officers to attend the course. This list has been turned over to [ ], in keeping with the customary practices pursued in the past.

b) Concluded arrangements on the suggestion made last week to [ ] to address the Clerical Orientation Course, and in this way avoid duplication between the subject matter of this course and that given in the regular indoctrination. This was cleared with and received the approval of the DD/TR(G).

c) Talked to [ ] regarding a special program to be conducted [ ]. This has been arranged for the forenoon of Tuesday, 7 October.

d) Had a meeting with [ ], Area Specialist in our covert offices on subjects growing out of the recent special briefing which I gave to DDP personnel in the office of Mr. [ ]

e) With the approval of the DD/TR(G), will comply with Mr. [ ] request to allow him to see, on a personal basis, my full report on the recent overseas trip.

4. Miscellaneous

a) Have been attempting to get a firm date for the installation of the new air conditioning unit in the Orientation Room. This will interfere with our regular facilities for approximately

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a week to ten days. It is essential that the new unit be installed soon so as to prepare for winter weather conditions.

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Chief, Orientation and Briefing Division

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